

Forward Plan of Key Decisions

The County Council must give at least 28 days' notice of all key decisions to be taken by members or officers. The Plan describes these proposals and the month in which the decisions are to be taken over a four-month period. Decisions are categorised according to the West Sussex Plan priorities of:

- **Best Start in Life** (those concerning children, young people and schools)
- **A Prosperous Place** (the local economy, infrastructure, highways and transport)
- **A Safe, Strong and Sustainable Place** (Fire & Rescue, Environmental and Community services)
- **Independence in Later Life** (services for older people or work with health partners)
- **A Council that Works for the Community** (finances, assets and internal Council services)

The most important decisions will be taken by the Cabinet sitting in public. The schedule of monthly Cabinet meetings is available on the website. The Forward Plan is updated regularly and key decisions can be taken on any day in the month if they are not taken at Cabinet meetings. The Plan is available on the County Council's website and from Democratic Services, County Hall, West Street, Chichester, PO19 1RQ, all Help Points and the main libraries in Bognor Regis, Crawley, Haywards Heath, Horsham and Worthing. Published decisions are also available via the website.

A key decision is one which:

- Involves expenditure or savings of £500,000 or more (except treasury management); and/or
- Will have a significant effect on communities in two or more electoral divisions in terms of how services are provided.

The following information is provided for each entry in the Forward Plan:

Decision	A summary of the proposal.
Decision By	Who will take the decision - if the Cabinet, it will be taken at a Cabinet meeting in public.
West Sussex Plan priority	Which of the five priorities in the West Sussex Plan the proposal affects.
Date added	The date the proposed decision was added to the Forward Plan.
Month	The decision will be taken on any working day in the month stated. If a Cabinet decision, it will be taken at the Cabinet meeting scheduled in that month.
Consultation/ Representations	How views and representations about the proposal will be considered or the proposal scrutinised, including dates of Select Committee meetings.
Background Documents	The documents containing more information about the proposal and how to obtain them (via links on the website version of the Forward Plan). Hard copies are available on request from the decision contact.
Author	The contact details of the decision report author
Contact	Who in Democratic Services you can contact about the entry

Finance, assets, performance and risk management

Each month the Cabinet Member for Finance reviews the Council's budget position and may take adjustment decisions. A similar monthly review of Council property and assets is carried out and may lead to decisions about them. These are noted in the Forward Plan as 'rolling decisions'.

Each month the Cabinet will consider the Council's performance against its planned outcomes and in connection with a register of corporate risk. Areas of particular significance may be considered at the scheduled Cabinet meetings.

Significant proposals for the management of the Council's budget and spending plans will be dealt with at a scheduled Cabinet meeting and shown in the Plan as strategic budget options.

For questions contact Helena Cox on 033022 22533, email helena.cox@westsussex.gov.uk.

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Forward Plan Summary

Summary of all forthcoming executive decisions in West Sussex Plan priority order

Decision Maker	Subject Matter	Date
 A Strong, Safe and Sustainable Place		
Director of Public Health	Contract for Provision of Children, Young People and Adults, who use Alcohol and / or Drugs, their Families and Carers extension	January 2020
Executive Director People Services	Hospital Discharge Care Service Award of Contract	January 2020
Cabinet Member for Adults and Health	Procurement of Accommodation Based Support for Alcohol/Drug Recovery	January 2020
Cabinet Member for Adults and Health	Supported Living Services Procurement	March 2020
 Independence in Later Life		
Cabinet Member for Adults and Health	Adults' Services Improvement - Next Steps	January 2020
Cabinet Member for Adults and Health	Commissioning of Care and Support at Home	January 2020
Director of Public Health	Local Healthwatch and Independent Complaints Advocacy Service Award of Contract	January 2020
Cabinet Member for Adults and Health	Review of In-house Residential Care	February 2020
Executive Director Adults and Health	Extension of the Community Equipment Service Contract	February 2020

A Strong, Safe and Sustainable Place

Director of Public Health

Contract for Provision of Children, Young People and Adults, who use Alcohol and / or Drugs, their Families and Carers extension

The County Council currently provides a service to support children, young people and adults affected by alcohol and other drug use, and their families and carers in West Sussex.

The service is an all age, county wide service working with people who misuse alcohol and drugs and provides:

- Harm reduction and needle syringe provision
- Engagement and early interventions
- Structured treatment including specialist prescribing
- Assessment for onward referral to detox and residential rehabilitation*
- Blood Borne Virus testing and vaccination
- Education, training and employment support
- Peer mentoring
- Support to families and carers

The current contract expires in May 2021, with an option to extend for a further two years. The Director for Public Health will be asked to approve an extension to the current contract to May 2023.

Decision by	Anna Raleigh - Director of Public Health
West Sussex Plan priority	A Strong Safe & Sustainable Place
Date added	15 November 2019
Month	January 2020
Consultation/ Representations	Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Infrastructure, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Moira Jones Tel: 033 022 28694
Contact	Erica Keegan 033 022 26050

Executive Director People Services

Hospital Discharge Care Service Award of Contract

Health and social care in West Sussex are working together to develop and implement a pathway for people who are medically fit for discharge from acute hospitals but who may have continuing health or social care needs. People meeting these criteria and who do not require 24 hour care would be supported to return home immediately through this 'Home First' pathway without having their care needs assessed in hospital. In August 2019, the Executive Director People Services approved the commencement of a procurement process for new hospital discharge care services ([Report Ref: OKD15 19/20](#)) that will form one part of the multi-agency approach to the 'Home First' care pathway.

Following the completion of the procurement process the Executive Director Adults and Health will be asked to award contracts for hospital discharge care services to commence delivery from April 2020.

Decision by	Kim Curry - Executive Director People Services
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added	8 November 2019
Month	January 2020
Consultation/ Representations	Representations concerning this proposed decision can be made to the Executive Director Adults and Health, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Juliette Garrett Tel: 033 022 223748
Contact	Erica Keegan Tel: 033 022 26050

Cabinet Member for Adults and Health

Procurement of Accommodation Based Support for Alcohol/Drug Recovery

The Cabinet Member is asked to agree to the commencement of a procurement process to secure the provision of Accommodation Based Support for Alcohol/Drug Recovery for the population of West Sussex. A new service will be effective from 1st April 2021.

Objectives of the service are:

- To maintain substance misuse recovery, and sustainable independent living
- Reduction in drug and alcohol related harm. Contributes to Public Health Outcome Framework (Phof) indicators.
- Improvement in the stability of people's accommodation
- Improvement in physical and mental health and wellbeing
- Improvement in social, family and community networks
- Increased engagement with education, training, volunteering and employment
- Reduction in offending and anti-social behaviour

Activity will fit with the wider Prevention Strategy of West Sussex County Council, looking to support individuals with alcohol related difficulties earlier in their drinking history, and to prevent escalation of substance use related problems. An expected benefit will be an increase in local access to community settings for alcohol assisted withdrawal programmes.

Activity will support efforts to reduce risks of drug related deaths and reduce the numbers of drug deaths in treatment (an area of focus, working with Public Health England) and a priority of the Safer West Sussex Partnership Board.

The contract will run for a period of four (4) years with the possibility of a further extension for up to two (2) years built into the terms of the contract. The total value of the contract funded through the public health grant, is approximately £2.10M (including extension period). There are additional income streams from Housing Benefit revenue (majority contributor) and from District and Borough Councils.

The Cabinet Member is also asked to delegate the authority to award the contract and decisions about future extension of this contract to the Director of Public Health in consultation with the Cabinet Member.

Decision by	Mrs Jupp - Cabinet Member for Adults and Health
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added	18 December 2019
Month	January 2020
Consultation/ Representations	Representations concerning this proposed decision can be made to the Cabinet Member for Adults and Health via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Moira Jones Tel: 033 022 28694
Contact	Erica Keegan Tel: 0330 022 26050

Cabinet Member for Adults and Health

Supported Living Services Procurement

Supported Living services are care, support and accommodation services purchased by the Council on behalf of people who have been assessed as having eligible social care needs. These services support people to live more independently through the provision of personal care and outreach support.

The council currently commissions the majority of these services from a framework agreement which first commenced in April 2012 (Supported Living & Personal Support for Adults with Learning Disability Framework). In 2016 a new framework was let (Supported Living and Family Support Services for adults with learning disabilities and disabled children and young people in West Sussex Framework). This framework ends in March 2021.

The commissioning of supported living is being reviewed with proposals being developed for new arrangements to be established across the county which will enable the achievement of our strategic aim to support more people to live in settled accommodation, with their family or in their own tenancy, for longer. The council will develop new arrangements considering: the challenges faced in the market - particularly around recruitment and retention of staff; the provision for increasingly complex individuals; the need to strengthen community networks and maximise customer independence; and develop services which meet the expectations of customers and their families.

Following the review and wide-ranging stakeholder engagement, the Cabinet Member for Adults and Health will be asked to approve the commencement of a procurement process to source the future supported living services and delegate authority for Contract Award to the Executive Director People Services.

Decision by	Mrs Jupp - Cabinet Member for Adults and Health
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added	16 October 2019
Month	March 2020
Consultation/ Representations	<p>Key Stakeholder engagement will inform this procurement including an online survey and market event.</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Adults and Health, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	None
Author	Alison Nuttall Tel: 033 022 25936
Contact	Erica Keegan Tel: 033 022 26050

Independence in Later Life

Cabinet Member for Adults and Health

Adults' Services Improvement - Next Steps	
<p>In 2018 in response to identified pressures and service challenges within adult social care a peer challenge led to a 100-day plan of action followed by a three-year programme of improvement structured around 100-day milestones starting in November 2018.</p> <p>By the start of the improvement programme the service was in a better position and that progress has continued. During the summer of 2019 the service faced additional operational pressures and the improvement programme was refocused towards helping to address those.</p> <p>In October 2019 in order to increase the scale and pace of delivery, the Council appointed a strategic partner to carry out a diagnostic assessment across both Adults' and Lifelong Services to identify ways to improve service outcomes for people whilst identifying opportunities for more cost-effective ways of working. The output from this work describes the challenges facing the services and the specific actions that would deliver long-term cost effective and sustainable improvement.</p> <p>The Cabinet will be asked to consider the outputs from this diagnostic assessment and agree the next stages for the ongoing improvement of the Adults' and Lifelong Services including the procurement of activity to drive their delivery.</p>	
Decision by	Mrs Jupp - Cabinet Member for Adults and Health
West Sussex Plan priority	Independence in Later Life
Date added	5 December 2019
Month	January 2020
Consultation/ Representations	<p>Health and Adult Social Care Select Committee – 15 January 2020 (to consider the diagnostic assessment and scope of further work prior to commencement) or through short form task group direct to Cabinet Member prior to decision.</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Adults and Health via the officer contact, by the beginning of the month in which the decision is due to be taken.</p> <p>Cabinet on 14 January 2020</p> <p>Health and Adult Services Scrutiny Committee on 15 January 2020</p>
Background Documents (via website)	None
Author	Sarah Farragher Tel: 033 022 28403

Contact	Erica Keegan Tel: 033022 26050
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Cabinet Member for Adults and Health

Commissioning of Care and Support at Home	
<p>Care and support at home services (also known as domiciliary care or home care) are services purchased by the Council on behalf of people who have been assessed as having eligible social care needs. These services support people to maintain their independence through the provision of personal care and support.</p> <p>The Council currently commissions the majority of these services from a framework agreement which commenced in 2015 and which will come to an end in January 2021. This framework was developed jointly with NHS Continuing Healthcare who also use the contract. In addition, the Council purchases services from the wider market through a contractual agreement. The commissioning of care and support at home is being reviewed with proposals being developed for new arrangements to be established across the county which will enable the achievement of our strategic aim to support people to live independent lives for longer. The Council will continue to work with health partners on these arrangements, to prevent unnecessary emergency hospital admissions and speed up discharges.</p> <p>Given the strategic context in which this recommissioning is set, Care and Support at Home shall ensure that it:</p> <ul style="list-style-type: none"> • Enables people to be independent for longer in their home, having choice and control over their care which is personalised for their needs. • Stimulates the care market to build capacity and deliver sustainable and high quality care, including a skilled, valued and sustainable workforce. • Strengthens community networks and supports people closer to where they live. Including increasing the number of Direct Payments. • Works in partnership with providers, the NHS, communities, the independent and voluntary sector and those in receipt of care to ensure the coordination and delivery of high quality care. • Understands market capacity and capability to make informed decisions and be innovative. Improve technology systems, including payments to improve the process for all stakeholders. • Maximises short-term services to reduce demand and maximise customer independence. <p>Following the current review and a public consultation, the Cabinet Member for Adults and Health will be asked to approve the commencement of a procurement process to source the future care and support services and delegate authority for Contract Award to the Executive Director People Services.</p>	
Decision by	Mrs Jupp - Cabinet Member for Adults and Health
West Sussex Plan priority	Independence in Later Life
Date added	2 September 2019
Month	January 2020
Consultation/ Representations	Public consultation available until 15 Sept 2019 at: www.westsussex.gov.uk/csh

	<p>Consultation with Director of Adult Services, Executive Director for People Services, NHS Continuing Healthcare, Coastal Clinical Commissioning Group, Crawley Clinical Commissioning Group, Horsham and Mid Sussex Clinical Commissioning Group.</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Adults and Health, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	None.
Author	Juliette Garrett Tel: 033 022 223748
Contact	Erica Keegan Tel: 0330 022 26050

Director of Public Health

Local Healthwatch and Independent Complaints Advocacy Service Award of Contract	
<p>The Local Healthwatch (LHW) service is the local 'Consumer Champion' for all NHS and Social Care services and is supported by the national body, Healthwatch England (HWE) part of the Care Quality Commission (CQC). The service's purpose is to understand the needs, experiences and concerns of people who use health and social care services and to speak out on their behalf. Local authorities have a duty under the Local Government and Public Involvement in Health Act (2012) to ensure that an effective local Healthwatch and Independent Complaints Advocacy service is operating in their area delivering the activities set out in the legislation.</p> <p>The Independent NHS Complaints Advocacy Service (IHCAS) is a client-centred, flexible service which supports anyone who wishes to resolve a complaint about healthcare commissioned and/or provided by the NHS in England.</p> <p>Following decision by the Cabinet Member for Adults and Health to commence a Procurement Process (report ref: AH9 19/20) from 1 April 2020 for a contract of up to 7 years duration at £342,600 per annum with a maximum total contract value of £2.549m, the Director of Public Health will now be requested to award the contract to the bidder who has submitted the most economically advantageous tender.</p>	
Decision by	Anna Raleigh - Director of Public Health
West Sussex Plan priority	Independence in Later Life
Date added	9 December 2019
Month	January 2020
Consultation/ Representations	Representations concerning this proposed decision can be made to the Director of Public Health for Adults and Health via the officer contact, by the beginning of the month in which the decision is due to be taken.

Background Documents (via website)	None
Author	Cameron Hill Tel: 0330 222 3574
Contact	Erica Keegan Tel: 0330 022 26050

Cabinet Member for Adults and Health

Review of In-house Residential Care	
<p>Through the commissioning plans for lifelong and older people's services, the County Council will move towards a reduction in the reliance on residential care and an increase in community-based care and accommodation that supports independence. This will include a review of the Council's in-house service in line with the adult social care vision and strategy and the need to develop and shape the care market. The outcome will be a strategy for accommodation services for adults.</p> <p>The principles of the review and development of the strategy will be;</p> <ul style="list-style-type: none"> • To increase access to new models of supported and independent living, • To review the position and place of in-house residential care in the market, • To enable people to stay in their own home as long as possible by commissioning effective carer support, respite/reablement, access to employment and community-based activities, • Using a strengths-based approach to improve value for money and support choice and control, • To support young people as they approach adulthood with realistic expectations, • To build long-term sustainable solutions based on expected future demand and capacity modelling and • To develop positive relationships with the market, delivering value for money across all aspects of care and support. <p>We will engage with customers, carers and families as part of the review and development of a future strategy.</p> <p>The Cabinet Member for Adults and Health will be asked to approve:</p> <ol style="list-style-type: none"> 1) the outcome of an initial review phase of in-house residential care 2) the plans for a wider review of in-house residential care and the development of an accommodation strategy for adults. 	
Decision by	Mrs Jupp - Cabinet Member for Adults and Health
West Sussex Plan priority	Independence in Later Life
Date added	30 July 2019
Month	February 2020
Consultation/ Representations	Customers, carers and families, Health and Adult Social Care Scrutiny Committee (HASC) (to be considered by HASC Business Planning Group) and market partners/service providers.

	Representations concerning this proposed decision can be made to the Cabinet Member for Adults & Health via the author or officer contact by the beginning of the month in which the decision is to be taken.
Background Documents (via website)	None
Author	Catherine Galvin Tel: 033 022 24869
Contact	Erica Keegan - 033 022 26050

Executive Director Adults and Health

Extension of the Community Equipment Service Contract	
<p>The Community equipment service (CES) is delivered through a contract with Nottingham Rehab Ltd (trading as NRS Healthcare). The service meets customers social care needs as defined under the Care Act 2014 by promoting independent living and wellbeing. The contract was let on a 5 year term, commencing 1 April 2015, with the option for a 2 year extension. It is recommended that the County Council take up the opportunity to extend for a further two years to 31 March 2022. Taking up the extension will allow the County Council and its health partners to explore future delivery models, including potential collaborative arrangements with other local authorities.</p>	
Decision by	Kim Curry - Executive Director Adults and Health
West Sussex Plan priority	Independence in Later Life
Date added	27 December 2019
Month	February 2020
Consultation/ Representations	Representations concerning this proposed decision can be made to the Executive Director for Adults and Health via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	Original Decision Report - ASCH05(13/14)
Author	Jane Walker Tel: 033 022 27927
Contact	Erica Keegan Tel: 033022 26050